RBML Annual Report, 2006-07

1) Introduction.

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As of September 1st 2007, the RBML is well positioned to continue to grow and develop as one of North America's most important primary source research and learning centers.

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2006-07 was a year of exceptional growth by gift, purchase, and transfer. Nearly 2,000 linear feet of material were acquired in support of a diverse array of

programs and initiatives. These include institutional and organizational records relating to: Robert College (Istanbul, Turkey), The New Leader magazine, the Committee of Concerned Scientists, the Columbia Center for the Study of Human Rights, Amnesty International (USA), the Hudson Guild, Children's Village, and Grosvenor House. Personal and professional papers include substantial collections relating to: Peter Viereck, Oscar Hijuelos, Marvin Kittman, Murray Kempton, Meyer Schapiro, Erica Jong, and Valerii Soyfer. The University Archives took in material relating to the University Seminars, the Office of the Provost, the School of Engineering, and photographs from the Office of Public Affairs.

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We added more than 300 vols. to the rare book collections, including a nice gift of more than thirty titles from Mrs. Valerie H. Delacorte.

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On the balance, our aggregate public service statistics show modest rises in most areas of activity. We began experimenting with allowing patrons to make copies of material in the reading room using their own digital cameras in attempt both to facilitate better service and to reduce the volume of photocopying we have to do. We continue to meet all of our service standards for reprographics, patron-generated ReCAP requests, and reference (written, electronic, and by phone). In spite of facilities and space constraints, we were able to accommodate 50 individual classes (undergraduate and graduate, CU and non-CU). We joined others in CUL in contributing to the "history workshop," an innovative methods seminar for History majors. The arrival this fall of the new Research & Reference Librarian should immediately broaden our campus profile and connect us better with established CUL programs of instruction and outreach. Finally, we hosted a select group of visitors from the Grolier Club of New York, here for a "behind the scenes" look at some of our recent acquisitions.

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To help the ARL celebrate its 75th Anniversary, we contributed text and images from the Urban collection. And to prepare for the visit of the Association Internationale des Bibliophiles in September 2007, we coordinated the preparation of a substantial checklist of items to be seen on display at Columbia.

The richness and variety of holdings guarantees a brisk business lending material to other institutions for exhibition purposes. This past year we loaned items to the Museum of the City of New York, Corcoran Gallery (Washington, DC), the Galeries Nationales du Grand Palais (Paris), Van Gogh Museum (Amsterdam), Pinakotek der Moderne (Munich), the National Library of Medicine (Washington, DC), the multi-institutional/multiple venue Benjamin Franklin Tercentenary, and the Judisches Museum der Stadt Wien (Austria).

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This past year we processed more than 500 linear feet of manuscript and archival material. We expect this number to increase substantially in the year ahead since we will finally be fully staffed and have under way several grant funded projects as well. Innovations in our approaches to manuscript processing include a new tiered processing model that allows us to provide more timely access to large collections and record groups. The award of a major grant from the Mellon Foundation has introduced graduate students to the tasks of manuscript processing, and we anticipate that students will play an increasingly important role in our technical services operations in the future. Technical processing in the RBML has long been handicapped both by costly and inefficient technical services models and by the absence of up-to-date policy and procedures guides. We have made excellent progress on both fronts in the past year. 2007-08 should be a banner year in terms of collection organization and description.

Finding aids were produced for a number of important collections, including: Wiltwyck School for Boys, Peter Viereck papers, "Bomb" magazine records, Council for Social Science Research, Tibor Serly papers, Hubert Henry Harrison papers, Lionel and Diana Trilling papers, and the Protest and Activism Collection in the University Archives.

Two special projects promise important dividends ahead. Through a grant from the Delmas Foundation, we were able to test two recently developed electronic toolkits to manage organization and description of manuscript and archival collections. These toolkits have generated a lot of interest and comment within the archival community, and we think that our experience testing them will contribute to our ability to mount EAD finding aids in a more timely and streamlined way. We also played a major role in working with the Digital Library Group to bring up the consolidated finding aids portal. This most welcome development will provide researchers and scholars with a single entry point for finding aids across the library system, including Health Sciences. As part of the new web portal, procedures for generating and mounting finding aids have also been greatly improved, and a special effort has been launched to standardize Clio records for manuscript and archival collections.

It is also good to be able to note the substantial headway that CUL has been able to make with the retrospective conversion of the rare book collections. Close to 100,000 records have gone through the process to date. Together with improvements in manuscript processing and the new finding aids web portal, rare book recon will finally expose most of our holdings that are organized and available for use. This will be a major boon to researchers and scholars everywhere and will generate increased use of the collections.

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It is good to be able to report that the scanning of the more than 3,000 pieces of correspondence from the Lehman Papers has been completed and that we are now ready to move the Lehman project into its interface design phase. Although decisions need to be made regarding permissions, we hope to launch the web site some time in the year ahead either as an open public site or as one restricted to the Columbia community.

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complete migration to its new, robust Columbia platform. With a new back end, DS received a new, elegant front end that is flexible and easy to use. The completion of this crucial work on the DS brings to a close the initial phase of the project as a Columbia-hosted digital project. The DS is the largest virtual collection of Medieval and Renaissance manuscripts in North America. It contains more than 24,000 images and 6,300 texts in 5,200 discrete manuscripts. Along with the completion of the technical work, the DS partners have given themselves a draft set of bylaws and operating procedures designed to eventually transition the group into a self-sustaining organization.

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public events calendar for friends. This informative guide to forthcoming events will, along with our annual wall calendar, be a regular product in the years ahead. In addition, we plan to inaugurate a regular newsletter for friends and alumni that spotlights activities and developments in the Libraries.

Appendix A

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Tamar Evangelista-Dougherty

Tammy Kiter

Rosemary Newnham

Csaba Szilagyi

Arrivals:

Lea Osborne

Carolyn Kay Smith

Steven Zemke

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	FY2007	FY 2006
Readers on 247 days (1943 hours) FY 07	4,439	4,344
Books used and shelved	6,928	6,584
Manuscripts used and shelved	3,139,771	2,711,859
Bakhmeteff manuscripts used and shelved	455,921	400,788
Check outs and renewals	20,694	21,088
Check Ins (Shelving)	16,595	19,876
Photocopies made for users	39,015	36,492
Reference inquiries, & telephone reference received	8,120	11,294
Written reference letters answered including e-mails	2,978	1,480
Consultations shorter than 30 minutes	573	941
Consultations longer than 30 minutes	212	267
Lehman Suite researchers (registered users: July -December 06)	29	42
Lehman Suite reference inquiries	162	104
Bakhmeteff reference inquiries (e-mails & telephone)	1,464	1,923
Carnegie Collections readers visits	186	170
Carnegie reference inquiries answered	422	312
Publications permissions granted	180	108
Foreign visitors/researchers from *36* countries; FY 2006: 35 countries	251	199
Classes and Tours	79	43
Attendees at RBML classes and Tours	1,127	526
Manuscripts boxes and dissertations retrieved from offsite	3,299	3,152
Processed collections sent to ReCAP	6	22
Unprocessed collections sent to ReCAP	20	5

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Researchers: 1248
E-mail received: 577
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Referenced 121 collections a total of 3844 times

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3) **Public Services**.

On the balance, our aggregate public service statistics show modest rises in most areas of activity. We began experimenting with allowing patrons to make copies of material in the reading room using their own digital cameras in attempt both to facilitate better service and to reduce the volume of photocopying we have to do. We continue to meet all of our service standards for reprographics, patron-generated ReCAP requests, and reference (written, electronic, and by phone). In spite of facilities and space constraints, we were able to accommodate 50 individual classes (undergraduate and graduate, CU and non-CU). We joined others in CUL in contributing to the "history workshop," an innovative methods seminar for History majors. The arrival this fall of the new Research & Reference Librarian should immediately broaden our campus profile and connect us better with established CUL programs of instruction and outreach. Finally, we hosted a select group of visitors from the Grolier Club of New York, here for a "behind the scenes" look at some of our recent acquisitions.

With our perimeter exhibition cases closed for another year, the Chang Octagon continued as our principal exhibition venue. During the past year we mounted exhibits showcasing our holdings of fine bindings; the life and work of Thomas Merton; and Harper Bros. publishing in the 19th century. Each exhibit

was accompanied by a public program and reception. In addition we contributed our (now) customary small exhibit to mark Constitution Day, and we co-sponsored a major conference on the Bible, held here and at the Museum of Biblical Art.

Although not strictly speaking "public services" work, we finalized all arrangements and completed preparations for the launching of the Chang Papers and Oral History Project with a consortium of Asian publishers. This complicated project begins in the Fall of 2007 and will result in the scanning of the Chang Papers and the publication of the Chang oral history.

To help the ARL celebrate its 75th Anniversary, we contributed text and images from the Urban collection. And to prepare for the visit of the Association Internationale des Bibliophiles in September 2007, we coordinated the preparation of a substantial checklist of items to be seen on display at Columbia.

The richness and variety of holdings guarantees a brisk business lending material to other institutions for exhibition purposes. This past year we loaned items to the Museum of the City of New York, Corcoran Gallery (Washington, DC), the Galeries Nationales du Grand Palais (Paris), Van Gogh Museum (Amsterdam), Pinakotek der Moderne (Munich), the National Library of Medicine (Washington, DC), the multi-institutional/multiple venue Benjamin Franklin Tercentenary, and the Judisches Museum der Stadt Wien (Austria).

4) **Technical Services**.

This past year we processed more than 500 linear feet of manuscript and archival material. We expect this number to increase substantially in the year ahead since we will finally be fully staffed and have under way several grant funded projects as well. Innovations in our approaches to manuscript processing include a new tiered processing model that allows us to provide more timely access to large collections and record groups. The award of a major grant from the Mellon Foundation has introduced graduate students to the tasks of manuscript processing, and we anticipate that students will play an increasingly important role in our technical services operations in the future. Technical processing in the RBML has long been handicapped both by costly and inefficient technical services models and by the absence of up-to-date policy and procedures guides. We have made excellent progress on both fronts in the past year. 2007-08 should be a banner year in terms of collection organization and description.

Finding aids were produced for a number of important collections, including: Wiltwyck School for Boys, Peter Viereck papers, "Bomb" magazine records, Council for Social Science Research, Tibor Serly papers, Hubert Henry Harrison papers, Lionel and Diana Trilling papers, and the Protest and Activism Collection in the University Archives.

Two special projects promise important dividends ahead. Through a grant from the Delmas Foundation, we were able to test two recently developed electronic toolkits to manage organization and description of manuscript and archival collections. These toolkits have generated a lot of interest and comment within the archival community, and we think that our experience testing them will contribute to our ability to mount EAD finding aids in a more timely and streamlined way. We also played a major role in working with the Digital Library Group to bring up the consolidated finding aids portal. This most welcome development will provide researchers and scholars with a single entry point for finding aids across the library system, including Health Sciences. As part of the new web portal, procedures for generating and mounting finding aids have also been greatly improved, and a special effort has been launched to standardize Clio records for manuscript and archival collections.

It is also good to be able to note the substantial headway that CUL has been able to make with the retrospective conversion of the rare book collections. Close to 100,000 records have gone through the process to date. Together with improvements in manuscript processing and the new finding aids web portal, rare book recon will finally expose most of our holdings that are organized and available for use. This will be a major boon to researchers and scholars everywhere and will generate increased use of the collections.

5) **Digital Projects**.

It is good to be able to report that the scanning of the more than 3,000 pieces of correspondence from the Lehman Papers has been completed and that we are now ready to move the Lehman project into its interface design phase. Although decisions need to be made regarding permissions, we hope to launch the web site some time in the year ahead either as an open public site or as one restricted to the Columbia community.

However, the most satisfying success of the past year has been the completion of the technical infrastructure for the Digital Scriptorium (DS) and its

complete migration to its new, robust Columbia platform. With a new back end, DS received a new, elegant front end that is flexible and easy to use. The completion of this crucial work on the DS brings to a close the initial phase of the project as a Columbia-hosted digital project. The DS is the largest virtual collection of Medieval and Renaissance manuscripts in North America. It contains more than 24,000 images and 6,300 texts in 5,200 discrete manuscripts. Along with the completion of the technical work, the DS partners have given themselves a draft set of bylaws and operating procedures designed to eventually transition the group into a self-sustaining organization.

Under the terms of the agreement that brought the Hubert Harrison Papers to Columbia is a clause that commits the Libraries to bringing up a web site devoted to Harrison, his life, and documents and iconographic work illustrative of his career. With the completion of the finding aid to the Harrison Papers, we were able to begin work on the web site with our partners in the Digital Library Group. A draft site has been mapped out and work has begun on providing content for it. The site should be available in advance of a planned 2009 conference relating to Harrison and Harlem in the earlier 20th century.

6) **Grants and Awards**.

The past year was certainly a good one for the RBML in terms of grants from foundations and organizations. The list of awards received is impressive:

Bay and Paul Foundations

- $15,000: to support the Center for Human Rights Documentation and Research (RBML)

Conanima Foundation

1. $10,000: to support the Center for Human Rights Documentation and Research (RBML)
2. $20,000: a second grant to support the Center for Human Rights Documentation and Research (RBML)

Council on Foreign Relations

- $269,992: to document the history of the Council on Foreign Relations via audiotaped and videotaped interviews (OHRO)

Gladys Krieble Delmas Foundation

- $22,000: to test three different pathways for generating EAD finding aids (RBML)

Florence J. Gould Foundation

- $30,000: to support *The Selected Papers of John Jay,* specifically relating to John Jay's significance in French-American relations (RBML)

Henry Luce Foundation

$20,000: for internships to process the archival record of *The New Leader* magazine (RBML)

Andrew W. Mellon Foundation

- $563,000: for a series of grad student internships to organize and describe hidden primary source collections

National Endowment for the Humanities (NEH)

- $154,755: to arrange and describe the records of the New York Chamber of Commerce (RBML)

Russell Sage Foundation

- $35,000: to house and catalog the Robert K. Merton Papers (RBML)

7) **Oral History Research Office**.

The OHRO continued its fine work as one of the premier oral history programs in the country. Staff conducted some 246 hours of new interviews with more than 120 individuals. More than 10,000 pages of transcripts were added to the permanent collection. The two principal projects of the OHRO are oral histories of the Atlantic Philanthropies organization and of the Council on Foreign Relations (CFR). The Atlantic Philanthropies project is now in the third year of a scheduled four. Project staff have conducted interviews across Europe and North America. During the past year, some two-hundred hours of interviews were conducted. The CFR project is a joint venture with the Columbia Institute for Social and Economic Research and Policy and will result in a valuable institutional profile of the origins and history of the organization. To date, 45 hours of interviews with eleven individual have been logged. It is significant that the CFR project will incorporate a substantial video component.

Two major projects were completed during the past year. The 9/11 project, complex and long, was finally brought to a close. All totaled, the project comprises some 600 hours of interviews available in nearly 20,000 pages of

transcripts. A public program to celebrate the availability of the archive will take place this year. In addition, the oral history of Robert De Vecchi, president emeritus of the International Rescue Committee, was completed during the past year.

The OHRO continued its education and outreach efforts by hosting its annual summer institute. The theme of the institute was "Telling the World: Oral History and Human Rights Dialogues." Twenty-three fellows from around the world attended. OHRO staff also contributed to CU courses in history and the social sciences and to various community projects here in New York.

8) **John Jay Papers Project**.

The Jay Papers brought to a successful conclusion its initial NHPRC grant. Staff finished work on volume one of the project and most of volume two. The project's faculty board will be able to review the texts for these two volumes in the early fall. A new award from the NHPRC will allow the project to move forward to volumes three and four. Although there has been interest among the board members in launching a project focusing on Jay's legal opinions, that effort is on hold pending the identification of a project editor. The Cromwell Foundation has indicated an interest in helping support such a project.

The project had to terminate its relationship with the Columbia University Press, after it was determined that it could not meet the Press's requirement for a substantial per-volume subsidy. We are currently in negotiations with the University of Virginia Press, which has expressed an interest in working with us. If successful, the Virginia partnership might also involve an electronic component.

9) **Annual Giving and Public Events**.

As the latest arrival to the RBML, the Annual Giving and Public Events Office continued its good work of planning and producing public programming while overseeing the Friends of the Library and the Libraries' annual giving program. Over $98,000 came to the Libraries through annual giving, a new high. A new Friends gift structure designed to raise more funds in the years ahead was introduced during the past year. Along with new giving levels, a new giving brochure for friends and alumni was produced. This colorful, attractive brochure also clarifies tax deduction options for donors. Staff also introduced a

public events calendar for friends. This informative guide to forthcoming events will, along with our annual wall calendar, be a regular product in the years ahead. In addition, we plan to inaugurate a regular newsletter for friends and alumni that spotlights activities and developments in the Libraries.

Appendix A

RBML Staff Transitions

Resignations:

Alexandra Bernet

Tamar Evangelista-Dougherty

Tammy Kiter

Rosemary Newnham

Csaba Szigaly

Arrivals:

Lea Osborne

Carolyn Kay Smith

Steven Zemke

RBML STATISTICS FY 2006-07

	FY2007	FY 2006
Readers on 247 days (1943 hours) FY 07	4,439	4,344
Books used and shelved	6,928	6,584
Manuscripts used and shelved	3,139,771	2,711,859
Bakhmeteff manuscripts used and shelved	455,921	400,788
Check outs and renewals	20,694	21,088
Check Ins (Shelving)	16,595	19,876
Photocopies made for users	39,015	36,492
Reference inquiries, & telephone reference received	8,120	11,294
Written reference letters answered including e-mails	2,978	1,480
Consultations shorter than 30 minutes	573	941
Consultations longer than 30 minutes	212	267
Lehman Suite researchers (registered users: July -December 06)	29	42
Lehman Suite reference inquiries	162	104
Bakhmeteff reference inquiries (e-mails & telephone)	1,464	1,923
Carnegie Collections readers visits	186	170
Carnegie reference inquiries answered	422	312
Publications permissions granted	180	108
Foreign visitors/researchers from *36* countries; FY 2006: 35 countries	251	199
Classes and Tours	79	43
Attendees at RBML classes and Tours	1,127	526
Manuscripts boxes and dissertations retrieved from offsite	3,299	3,152
Processed collections sent to ReCAP	6	22
Unprocessed collections sent to ReCAP	20	5

University Archives Statistics FY 2006-07

Researchers: 1248
E-mail received: 577
Fax/Letter: 28
Telephone: 184
Reading Room: 469
Referenced 121 collections a total of 3844 times

The Rare Book and Manuscript Library of Columbia University
Public Services & Programs
Jennifer B. Lee
Annual Report FY 2006 / 2007

Public Services:

◆ Goal of answering or acknowledging all messages received by next business day has been largely met.

◆ All requests for RBML reading room use, off-site storage (ReCap and Brewster), and Inter-Library loans have been handled in a timely manner. We have received many favorable comments from readers, usually in verbal form as they are finishing their time here.

◆ Photocopy and reprography request fulfillment still have periods of backing up, but have run smoothly for the most part. I have been working with Tara to insure that we inform readers when there is a delay in our work flow, or in the PRD work flow.

Permissions Requests:

◆ This goal has also been met, with a few exceptions, in regard to answering or acknowledging permissions in a timely fashion.

Exhibitions, Outreach and Public Programs:

I have continued to respond to all requests for holding classes in and giving tours of RBML.

◆ **Selected Classes and Seminars visiting to see RBML materials:**

Nicholas Dames, English Dept., Columbia, Victorian Novel
Betsy Blackmar, History Dept., Columbia, Gilded Age
Frances Pritchett, Columbia, Islamic Civilization
Peter Rothbart, Music, Ithaca College, Film score, Sid Ramin, "West Side Story"
Science, Technology & Society Seminar, Pamela Smith
Laurence Kirby, Math Dept., Baruch College, History of Math
New York Public Library Docents
Corpus Christi 8th Graders, Fr. Rafferty, Merton Exhibition
Thorin Tritter, Gilder-Lehrman History Scholars (high school students)
Lewis Carroll Society conference, in honor of centennial of visit to Columbia by Alice Liddell

◆ **Exhibitions, Chang Octagon, Cube Cases and Related Events:**

Chang Octagon and Cube Cases
October 12, 2006 – January 26, 2007

"Not Just Protecting the Text: Bookbindings from the Rare Book and Manuscript Library, Columbia University"
Opening reception for Guild of Bookworkers, Centennial event, October 12, 2006

13th Annual Book Arts Lecture, January 23, 2007
Deborah Evetts, "Bookworms, Red-Rot, and Leather Dressing: A Conservator's View," Journalism School Lecture Hall

February 12 – March 23, 2007

"The Open Mind and Heart: Remembering Thomas Merton"
Talk, Paul Pearson, February 27, "Thomas Merton, Archivist," Butler Room 523

March 28 – June, 2007

"Caterers General to the Literary World: The House of Harper"
Talk, Michael Winship, March 28, "Reaching the Market: A Historical Overview of American Book Distribution," Butler Room 523

Cube Cases:
September, 2006

Constitution Day Exhibit
Material selected by Jude Webre

April, 2007

Medieval Bible Conference Exhibit
Material selected by Consuelo Dutschke

◆ **RBML Exhibition and Digital Project Loans to Other Institutions:**

Museum of the City of New York, Queens Museum, Wallach Gallery,
- material borrowed for three separate Robert Moses exhibitions

Museum of the City of New York
- material borrowed for Spanish Civil War exhibit

Corcoran Gallery, D.C. and Knights of Columbus Museum, New Haven
- Joan of Arc material borrowed for Joan of Arc exhibit

Galeries Nationales du Grand Palais, Paris
- Rackham drawing borrowed for Walt Disney exhibit

Van Gogh Museum, Amsterdam, and Pinakothek der Moderne, Munich
- loan of two Max Beckmann journals for "Max Beckmann in Exile"

National Library of Medicine, Profiles in Science (http://profiles.nlm.nih.gov)
- Lasker Papers material borrowed for digitization and mounting on web exhibit on Mary Lasker

◆ **Additional projects:**
Working with Michael Ryan and Jane Siegel to plan for the September, 2007, visit to Columbia of the Association International du Bibliophiles.

Responded to ARL 75th Project with preliminary proposal of 3 collection descriptions, and final Urban text, brief description of RBML and Special Collections at Columbia, and images.

◆ **Additional Goal for the good of the entire department:**

I have continued to try to foster a good working environment in RBML: by trying to listen to all staff members, helping them to see the larger picture within the department and our purpose in the CUL organization, and providing support to each of them as needed in regard to public services. I also served (de facto) as the interim Manuscript Curator following Bernie Crystal's retirement in December, 2005, and before the appointment of Susan Hamson, October, 2006.